



Entering A Contact: 6 Steps

Fields with * are required to create your contact.
Fields with + are required by the state to track data.

Click  **Contacts** at the left of the screen and then select  at the top.

New Contact
Contact · MDA Form ▾

ARIAS Contact Assessments System Information

Basic Info

C# ---

First Name * **Alli**


Last Name * **Gator**

#1: Basic Info

- First Name*
- Last Name*


Source Case Information

NC-COVID Event ID +
of Source Patient #1 **101765234**
(Use the number ...)


Last Date of Exposure +
to Source Patient #1 8/18/2020 

Ongoing Exposure ☒ No

NC-COVID Event ID
of Source Patient #2
(Use the number ...)

Last Date of Exposure
to Source Patient #2 --- 

Source Patient Name ---

Source Patient
Birthdate --- 

#2: Source Case Information


- NC-COVID Event ID+
- Last Date of Exposure+
- Ongoing Exposure

*If you do not have an NC-COVID Event ID,
include Source Patient Name and Birthdate.*

Personal Info

Employer **Bayou Industries**

Job Title **Alligator**




Date of Birth (DOB) + 1/1/2000 

Preferred language + **English**

Other Preferred
Language ---

#3: Personal Info


- Employer (if known)
- Date of Birth+
- Preferred Language+

Contact Information		
Country Code	---	
Mobile Phone (will be used for text messages)	1-555-000-1234	
Phone #2	1-333-444-5656	
Phone #3	---	
Email	<input type="text" value="alli@gators.com"/>	
Preferred Method of Contact	* Phone Call	

#4: Contact Information


- Mobile Phone (*no country code or dashes needed*)
- Email
- Preferred Method of Contact⁺

If you set preferred method of contact to "Text Message" or "Email," a Mobile Phone or Email will become required.

Demographic Info	
Is Student	<input checked="" type="checkbox"/> Yes
School Name	Example University
Is Minor	<input type="checkbox"/> No
 Calculated Age	---
Manual Age (if DOB is not available)	---
Gender	* Female
Race	* Prefer not to answer
Ethnicity	* Not Hispanic or Latino


#5: Demographic Information

- Is Student/School Name (*if known*)
- Manual Age (*if no DOB*)
- Gender⁺
- Race⁺
- Ethnicity⁺

Address	
Address Line 1	456 Sandbox Lane
Address Line 2	---
City	Duck
State	* NC - North Carolina
Postal Code	27949
County	*  Dare

#6: Address

- Address Line 1 (*street address*)
- City
- State^{*}
- Postal Code
- County^{*} (*use county of case if not known*)

Save your work  Save to finish. If needed, you can then use **"Assign"**  Assign at the top of the screen and single-click "Me" to input a "User or Team" and assign this contact to them. **You're all done!**